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James A. Carder
Director
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MEMORANDUM

TO: State Agencies

FROM: OA/Accounting

DATE: March 28, 2003

RE: OA/Accounting Series A Check Distribution to Agencies

Effective immediately, OA/Accounting has implemented procedures that will require individuals that pick up checks to sign and date a copy of the A657A (Voucher Payment Check Register by Agency) certifying that the checks included on the register for that specific agency have been picked up by the individual. The certification that the checks were received will have to be signed prior to the distribution of the checks to an agency.

This change has been made for internal control purposes. Please notify the individuals in your agency that pick up checks of this procedure change.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Accounting ACSC desk if assistance is needed.